



Student Computer and Mobile Phone Use Agreement

Victoria University Secondary College believes in providing students with the resources necessary for them to accomplish their goals, to 'Aspire to Achieve', and to 'Strengthen the Community' through education. One of the ways we do this is by running the C4S (Computers for Students) program. This program uses technology and current ICT resources on their own computer that students take with them to all classes and then home to complete their work and to further their studies. The College may also provide students with access to subject specific equipment, which may include desktop computers, laptops and peripherals. Access to learning technologies such as networked computers, the internet and email communication offer wonderful learning opportunities for our students.

All students will receive a personal school account with a password providing them with access to the College's computer network, internet, printing, school email service, Compass and other services. However, with such access comes important responsibilities. The equipment is very valuable and must only be used in appropriate ways.

The following rules apply to all students so as to protect and enhance the safety of students and the integrity of school IT infrastructure:

1. The College computer network is to be used only for legitimate educational purposes. It should be noted that student accounts are not private and authorised staff may access accounts to monitor, view and delete inappropriate files.
2. Students must not share their accounts. They must not use anyone else's account, allow anyone else to use their account or share their password with others. Credits will not be reimbursed if accessed by other students.
3. Downloading, distribution and storage of obscene or illegal material is forbidden. Students who encounter such material must report the matter to a teacher immediately. Students must accept full responsibility for all material associated with their account and for any data transferred over the network using their account.
4. Each student is responsible for the condition of their own computer and school workstations when they use them. Any damage, missing parts, computer malfunction, or evidence of these rules being broken, must be reported to a teacher at the beginning of the work session. Parents/guardians will be asked to pay for any damage to school equipment perpetrated by their child.
5. Students pay for excessive usage of printing credits once their allowance has been used up. Payments and top ups may be done at the Compass kiosk at the general office.
6. The network must not be used in any way that disrupts other users.
7. At school students are forbidden to, unless with direct teacher approval, download large graphic files, sound or video files and games.



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8. Students are never allowed to:
 - Plagiarise someone else's work;
 - Use unapproved social media network sites;
 - Use chat/messenger programs;
 - Create, place or spread a virus or malware on the network;
 - Make copies of copyright protected material.

9. Students are not permitted to send digital communications that:
 - Do not meet the College's expectations;
 - Could be considered offensive in any way, eg. racist, sexist, obscene, inflammatory or defamatory;
 - Provide personal information which others may use inappropriately;
 - Provide any other person's email address, home address or phone number.

If any of the above rules are broken by a student, the following consequences apply:

- Removal of access rights to the network, email or internet for a period of time, depending on the nature of the breach;
- Other action at the discretion of the College as deemed appropriate and according to DET regulations.

Note that the College is not responsible for any disadvantage incurred by a student as a result of the removal of network access rights because of a breach of this agreement. Students should keep copies of important files off-campus.

Student's Personal Computers and Mobile Phones

- Personal devices as laptops and tablets may be used for educational purposes at school with teacher approval.

- As per the VUSC Mobile Phones – Student Use Policy, students who bring their mobile phone to school must have it switched off during school hours and stored in their locker. Some exceptions apply for students when attending excursions, camps and other school events. Please refer to the Mobile Phones – Student Use Policy for more information. Unauthorised use of a mobile phone will lead to it being confiscated for the remainder of the day and disciplinary consequences may apply.

- Photographs or videos may not be taken of staff or students without their permission.

- Parents and students must sign this personal device and mobile phone agreement upon enrolment.

Personal laptops and tablets will be allowed access to the school network under the following conditions:

1. Operating systems must be up to date. Any system no longer supported by their manufacturer will not be allowed.
 - Microsoft Windows 8.1 or later



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- Apple Mac OS 10.1 or later
 - Android 7.0 or later
2. Virus Protection should be kept up to date. The school can install virus software for Microsoft and Apple systems at no cost to the students.
 3. The school cannot and will not be responsible for loss, repairs and maintenance to staff and student owned devices. The school does not have insurance that covers personal equipment and will not be responsible for its loss. It is recommended that parents insure all personal devices used at school.
 4. The school will not be responsible for any loss of data occurring at the school or outside the school.
 5. Students must agree to, and have signed, the Student Computer and Mobile Phone Use Agreement upon enrolment.
 6. Any attempt to use devices to bully, harass, pester, ridicule or denigrate community members will not be tolerated.
 7. The school network will not be used for any other purpose than educational. The downloading of movies and music for personal use will not be tolerated.

This Agreement should be read in conjunction with the College's Mobile Phone – Student Use Policy and Bullying and Harassment Policy.

Please retain pages 1 -3 for your information and reference. Parents and students must sign the Agreement on page 4 and return it with the completed enrolment form.



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PARENT AND STUDENT AGREEMENT

I would like my child to have access to the technologies outlined in the Student Computer and Mobile Phone Use Agreement. I understand and accept the necessity for rules regarding computer, mobile phone and internet use at the College and agree to any consequences that may apply if my child breaches these rules. I accept responsibility for the printing and downloading costs incurred by my child.

Parent Name: _____

Parent Signature: _____

Date: _____

Student: I understand the above rules and agree to abide by them. I agree that if I bring my mobile phone to school, it will be switched off and stored in my locker from the first bell to the last bell of the day. I understand that my mobile phone will be confiscated if I breach the Mobile Phone – Student Use Policy.

Student Name: _____ Home Group: _____

Student Signature: _____

Date: _____